



OREGON DEPARTMENT OF FISH AND WILDLIFE POLICY

Administrative Services Division

Title: USE OF EMPLOYEE OWNED PACK ANIMALS	AS210_06
Supersedes: ADM-26 Dated 2/27/97	
Applicability: All Oregon Department of Fish and Wildlife Employees	
Reference: N/A	
Effective Date: 7-12-01-04	Approved: <i>Lindsay A. Ball</i>

I. PURPOSE

Employees of the Oregon Department of Fish and Wildlife may be asked to voluntarily provide pack animals and/or transport vehicles to carry out department duties. Employees will be compensated for the use of privately-owned animals and vehicles. This policy clarifies liabilities, reimbursements, approvals, and animal housing allowances.

II. DEFINITIONS

The definition of pack animals includes, but is not limited to: personal horses, mules or other pack animals used to carry out departmental duties.

The definition of transport vehicles includes, but is not limited to: stock trucks, trailers or other vehicles used to carry out departmental duties.

III. POLICY

A. State-owned animals and transport vehicles will be used whenever possible in the course of conducting State business and the use of employee-owned animals and transport vehicles considered only in such instances where state resources are not available.

B. Employee-owned animals and transport vehicles may be used when:

1. they best meet the needs of the agency and in the most economical fashion,
2. the requirement for animals/vehicles/trailers for department project is of a short term,
3. the animal requirements are limited in number, and
4. renting or leasing appropriate animals from a private or commercial source is not available or most economical.

C. Prior signed approval (Attachment A) by the Regional Manager is necessary to utilize other than State-owned animals or transport vehicles. This is an annual form that must be resigned by July 1 of each year.

When the Regional Manager approves this use of animals and/or transport vehicles, they are stating in effect that the use of privately-owned animals/vehicles is in the best interest of the Department, commercial animals/transport vehicles were not reasonably available, bidding procedures were impractical, or the welfare of all participants were best served.

D. When animals are provided by a department employee for a department project, compensation will be at a rate of \$25.00 per day per animal while in actual service. An animal is considered to have been in service for a given day if it has carried a load or a rider to facilitate completion of project activities. Animals on Stand-by will be compensated at half the daily rate \$12.50. An animal is considered to be on Stand-by if it remains in camp or does not bear a load or rider in project activities for a given day.

E. When trailers are provided by a department employee for a department project, that employee will be compensated at the rate of \$.15 per mile the vehicle is utilized. Motorized transport vehicles, such as stock trucks, will be compensated at the state rate for other personal vehicle use.

F. The employee owning the animal(s) and/or transport vehicle(s) is responsible for the insurance coverage on animals and vehicles, and necessary veterinary services. The State is not responsible for such coverage. Employees are urged to verify personal coverage with their insurance company.

G. The Department is committed to exercising discretion and administrative control over the use of privately-owned animals and transport vehicles. Audit trail records will be maintained for all compensation transactions. The Fiscal Manager will review all such records at the end of the calendar year for tax and accounting purposes.

Attachment A: Use of Pack Animals Authorization Form

Attachment A



OREGON DEPARTMENT OF FISH AND WILDLIFE POLICY

USE OF EMPLOYEE OWNED PACK ANIMALS ANNUAL AUTHORIZATION FORM

Pursuant to ASD Policy (AS210_06) Use of Employee Owned Pack Animals, _____ (print name) is authorized to:

Use employee-owned pack animals (describe the project and type of animal and/or transport vehicle to be used):

Use of employee-owned pack animals is hereby authorized, subject to all the terms and conditions of ASD Policy (AS210_06), Use of Employee-Owned Pack Animals. The current position description for this employee includes the packing trips in the course and scope of his/her duties.

This authorization is effective _____ (start date) through _____ (end date).

The employee owning the animal(s) or transport vehicle(s) is responsible for the insurance coverage of the animal(s)/vehicle(s), and necessary veterinary services. The state is not responsible for such coverage. Employees are encouraged to verify personal coverage with their insurance carrier.

This authorization may be revoked at any time with or without notice.

Employee's Signature

Supervisor's Signature

Regional Manager's Signature

Date

Date

Date

This authorization form shall be retained in the direct Supervisor's working file.